

Appendix E, SOLDIER READINESS PROCESSING CHECKLIST, to 1A Cir 1-201

UNIT EVALUATED: _____ DATE EVALUATED _____

INSPECTOR: _____ PHONE: _____

OVERALL RATING: **MET STANDARDS** **NEEDS IMPROVEMENT**

1. PUBLICATIONS: Does the unit have the following regulation on hand or on requisition?

AR 600-8-101, Personnel Processing In-Out and Mobilization Processing	YES	NO	NA
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2. GENERAL:

a. Does the unit SRP representative have a good working knowledge of the SRP process?	YES	NO	NA
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b. Is soldier readiness an integral part of the unit's In-Out Processing procedures?	YES	NO	NA
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c. Does the unit have Soldier Readiness Folders on file for all assigned soldiers? (Standard - 100% accountability, AR 600-8-101)	YES	NO	NA
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d. Are the following minimum required documents on file in the Soldier Readiness Folder of every soldier? (Standard - 86% accuracy rate based on review of 20% of SRFs on hand, AR 600-8-101)

(1) DA Form 2A/2B Personnel Qualification Report - Part 1.	YES	NO	NA
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(2) Officer Record Brief (ORB) - Officers only.	YES	NO	NA
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(3) DD Form 93.	YES	NO	NA
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(4) Servicemen's Group Life Insurance (SGLI).	YES	NO	NA
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(5) Copy of current temporary and permanent medical profiles.	YES	NO	NA
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(6) Copy of MMRB/MEB Board Proceedings (for soldiers with P-3 profiles).	YES	NO	NA
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(7) Copy of Immunization Records.	YES	NO	NA
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(8) Copy of approved Family Care Plan signed by soldier and unit commander.	YES	NO	NA
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(9) Copy of last SRP checklist.	YES	NO	NA
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e. Does the unit conduct Quarterly Internal SRPs? (AR 600 8-101)	YES	NO	NA
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f. Are the following areas reviewed during the unit's internal SRP?			
(1) 100% SRF accountability.	YES	NO	NA
(2) Minimum required documents in SRF.	YES	NO	NA
(3) Immunization/HIV Testing.	YES	NO	NA
(4) Casualty document accuracy.	YES	NO	NA
(5) ID Card and ID Tag accountability, to include Medical Warning Tags and Geneva Conventions Card.	YES	NO	NA
(6) MMRB/MEB proceedings for soldiers with P-3 profiles.	YES	NO	NA
(7) Weapons Qualification (qualified within past 12 months).	YES	NO	NA
(8) Soldiers wearing glasses have two sets.	YES	NO	NA
(9) Protective mask inserts and hearing aid/batteries (if required).	YES	NO	NA
(10) Dental readiness.	YES	NO	NA
(11) Wills/Powers of Attorney.	YES	NO	NA
g. Has every assigned soldier been through an SRP within past 12 months? (AR 600-8-101)	YES	NO	NA
h. Are noted deficiencies corrected in a timely manner? (AR 600-8-101)	YES	NO	NA
i. Does the unit provide the Soldier Readiness Support Team with updated information pertaining to soldiers' deployability status when there is a change? (AR 600-8-101)	YES	NO	NA

COMMENTS: _____
